

SIXTH JUDICIAL DISTRICT  
**CHILD SUPPORT AUTHORITY**  
501 RUNNING W DRIVE \* GILLETTE, WYOMING 82718  
(307) 687-1501 \* 1-800-360-5220

CAMPBELL \* CROOK \* WESTON

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May 19, 2016

Crook County Commissioners  
P.O. Box 37  
Sundance, WY 82729-0037

Re: Joint Powers Agreement

Dear Mr. Chairman:

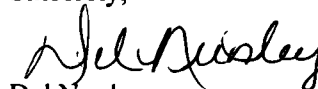
In our on-going effort to keep the Commissioners informed of the activities of the Sixth Judicial District Child Support Authority (CSA), meeting minutes and updates will be provided on a regular basis.

Enclosed, please find a copy of the minutes for the March 16, 2016 board meeting minutes.

Our agency is subject to the rules governing open meetings and public records. Upon request, the agency's records are available for inspection at 501 Running W Drive in Gillette. Office business hours are Monday through Friday from 8:00 a.m. to 5:00 p.m.

Thank you. Please contact me if any additional information is needed.

Sincerely,



Del Nunley  
Director

Enclosure

**SIXTH JUDICIAL DISTRICT CHILD SUPPORT AUTHORITY  
BOARD MEETING  
March 16, 2016**

**Call to Order:** Tina called the meeting to order at 10:15 a.m. at the courthouse in Newcastle, Wyoming.

**Members Present:**

Campbell: Cheryl Chitwood  
Crook: Tina Wood, Trudy Materi  
Weston: Gidget Macke  
CSA Staff: Del Nunley, Director

**Members Absent:** Jeani Stone, Tom Bruce, Mark Christensen, Randy Rossman

**Quorum:** Tina determined a quorum existed.

**Minutes:** Minutes from the January 20, 2016 board meeting were submitted for approval.

Gidget made a motion to approve minutes from the January 20<sup>th</sup>. Cheryl seconded. Motion carried.

**Approval of Expenditures:** The Board reviewed the Agency's expenditures for January and February, 2016.

Del reported there are no extraordinary expenses and we are on target with our budget and at the ¾ mark of the current fiscal year. There will be an excess but at this point there is no way to determine the amount.

Trudy made a motion to approve the expenditures for January and February, 2016. Cheryl seconded. Motion carried.

**Old Business:**

**A-133 Audit:** Del reported that the A-133 audit results have been finalized. She is now waiting for Paula Steiger, our new auditor, to contact her. Trudy asked what the next step will be. Del told her that normally we would have scheduled our next field audit at the exit interview but due to it being tax season she is holding off on scheduling.

**Self-Assessment Review (SAR):** Del reported that the SAR had been completed. This is the federal audit of the actual cases we work that is required every year. In the past they selected from 260 – 280 cases to be reviewed. The auditor at the State Office reviewed the number that was selected in other states in this region and they chose to downsize the number of cases. This year there were 115 selected and part of those were audited on line. If they passed we did not need to send those to Cheyenne. We had a total of nine errors for the district. There were no errors in Crook County, two in Weston County and six in Campbell County. Del is on the review committee that meets yearly to determine if any cases can be overturned. She requested three be overturned and was successful. The 6<sup>th</sup> District had a total of six errors which is about a 99% accuracy rate. She informed the Board that it is the luck of the draw in many cases but that the results were exceptionally good due to the staff turnover in the past year. She informed the Board that we are almost halfway through the current audit period (10/1/2015 – 9/30/2016) and we are just starting to get settled back in with a full staff.

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**New Business:**

**Insurance:**

Del reported that it was time to renew the insurance. Insurance is through Blue Cross Blue Shield of Wyoming and administered by WEBT. There are no rate changes for dental and vision but there is a 4% increase in the health insurance. Del informed the Board that it won't affect employees under single coverage but will affect family coverage. It will increase by about \$67. They will be paying approximately \$1,155 for health coverage with additional for dental and vision. Del requested that the Board approve this as it is the most cost-effective insurance she has been able to find with the coverage in place.

Gidget made a motion to approve the current insurance for the coming year. Cheryl seconded the motion. Motion carried.

**Biennium Budget:**

Del reported to the Board that the 2016-2018 biennium budget is in the works. Kristie Langley, the IV-D Director, has suggested that we not ask for an increase due to the budget cuts in the legislative session. Del stated that it was not her intent to request more money for that reason but she and the other three public districts will be meeting prior to the end of March to discuss the budgets. Del will submit the budget request by the end of March. She hopes the new contract will be available for the Board's review and approval by the May meeting.

**Administrator's Report**

**Performance Indicator Report:** Del provided copies of the Performance Report for year-to-date percentages as follows:

- I. Paternity is 106%. We exceed the federal minimum requirement of 90%.
- II. Support Order is 93%. We exceed the federal minimum requirement of 80%.
- III. Current Support Paid is 67%. As a state we strive for 80% but there is no federal minimum.
- IV. Cases paying toward arrears is 63%. It is cumulative and measured at the end of the fiscal year. We continue to increase each month satisfactorily.

**CSA Statistics:** The following reports were provided and discussed:

- **Stats:** Caseloads continue to vary from month to month with new intake cases coming in and the on-going project of closing out cases.
- **Collections & Cost Per Dollar:**

January total	\$ 678,542	Cost per dollar \$.10
February total	\$ 864,935	Cost per dollar \$.09
Year-to-date total	\$6,373,390	

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- **Foster Care:**  
January total               \$ 13,729  
February total             \$ 33,145  
Year-to-date total         \$ 187,611
- **Lump Sums:**  
January total               \$ 0.00  
February total             \$ 25,418       Queen Kourtney \$13,029.09  
Year-to-date total         \$ 111,160

Del reported collections are down as we are seeing the economy taking a nose dive.

**Management Data:**

Del reported that Tianna Stilson, hired in January, is doing very well and catching on quickly. Kristy Hernandez, hired in November, is hitting her stride and things seem to be falling into place for her.

Brie went on maternity leave the end of January and came back as the part-time file clerk March 1<sup>st</sup>.

Del hired Crissie Roe as the new receptionist to replace Christine Jones and her start date was February 15<sup>th</sup>. She is doing very well and has lots of experience as she worked for CASA for six years.

Del reported that Brenda Riffle was the temporary file clerk while Brie was out on maternity leave. Del has hired her as a part-time temporary clerk for a special project. We have been trying to get all the fiscal information scanned for several years but the project was put on hold for a variety of reasons. Because there is extra money in the budget, Del decided to have Brenda work on this project and hopefully finish it in the next couple of months. Del is going to contact the auditor to find out how far back we have to keep the paper copies before having them destroyed. Tina suggested that we have it shredded professionally and that sometimes the local banks have that in place and may offer it for free. Trudy stated she thought there was a business out of Lance Creek and Del stated that at one time there was one out of Wright. Del will check into that when she reaches the point of destroying documents. She said it will depend on what the auditor says and what our requirements at the state and federal levels.

Tina asked about the temporary, part-time position and ask what benefits are offered. Del told her it is not more than 20 hours per week and we provide four hours of sick leave and four hours of vacation leave per month. We will cash out vacation but not sick leave. Tina thought there should be a review of the policy as part-time employees in Crook County is not more than 19 hours per week. If there are 20 hours then some benefits are provided. Del told the Board she would have the policy pulled for their review at the next board meeting in May.

Gidget made a motion to go into executive session for a personnel discussion. Cheryl seconded. Motion carried.

The Board went into executive session at 10:54 a.m.

The Board came out of executive session at 11:05 a.m. No action was taken during this session.

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Del informed the Board that she is preparing for employee evaluations in April. She, Greg and Kerstin are going to go through the evaluation forms that were updated by Tina, Jeani and Del last spring to see if they can adapt them even more closely to what this agency needs. Once evaluations are completed she wants to review salary adjustments and hopes to have that information for the Board at the May meeting. She has several ideas and discussed some of the ideas with the Board. Del provided a copy of the current budget that will likely be presented to the State for the upcoming biennium contract. She included a breakdown of the salaries as of March 1<sup>st</sup>. There were a couple clerical errors and Del stated she would make those corrections and provide them.

Del informed the Board that she has been looking at various ways to provide merit raises instead of bonuses as the Board had indicated they wanted. Del stated that while the idea is good we cannot sustain them due to having a fixed amount of money to work with. She may be able to get something this year and possibly next year but would depend on several factors. She informed the Board that the bonuses given in the past were actually a raise that was received once a year, based on money left over in the budget. She suggested giving the bonus and/or one-time raise again but use the merit-based system instead of a flat amount for everyone as was done in the past. She told the Board that she wanted to bring this to their attention to give them time to think about how they would like to address this.

Del reported that the maintenance supervisor for the Gillette office building brought in a repairman to look at the floor. Del stated that where the concrete pad sections meet, one side is settling and there is a lump under the carpet. It starts at the kitchen and goes to the corner where Greg and Kerstin's office meet and then width-wise from Greg's office to Del's across the end of the building. She pointed out that the tile in the lobby was separating in one place and the concrete needed fixed in the conference room, though it was not as bad in that room. The repairman came in on February 15<sup>th</sup> and fixed the floors except in the conference room. The leak in the copy center is still there and the owner is aware of it. Del feels they will need to fix the problem before they can mend the ceiling or it will continue to leak.

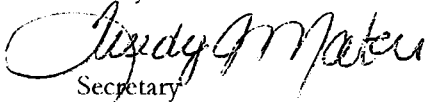
Del reported they had to swap days in Sundance and Newcastle. The VA representative goes to Newcastle on Thursdays and the office space he was using was Vocational Rehabilitation space. They have hired someone and need that office on Thursdays. Vermona from Work Force Services contacted Del to see if they could change our day. Del contacted DFS in Sundance and they juggled their schedule as well so we are going to Newcastle on Tuesdays and Sundance on Thursdays. Del has put an ad in the Newcastle and Sundance papers for the next month.

**Next Meeting:** May 18, 2016 in Sundance, Wyoming.

**Adjournment:** There being no further business, Tina declared the meeting adjourned at 11:57 p.m.

Respectfully submitted,

Trudy Materi

  
Secretary  
TM/dn